

[LMS] Account & Settings - Admin Guide

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Created Date	2015-11-22 01:33:25	Last Update	2015-12-19 13:55:30
Rating	★☆☆☆☆	Votes	40

Once you've set up your BrainCert LMS, there are many ways you can customize it to enhance its online appeal and provide for a more satisfying visitor experience. "Account & settings" menu item links are available only to "Super Admins" and also to people with custom roles assigned.



Basic Settings

BrainCert allows you to use your own logo, and SEO specific settings such as the title, and description. To start with, click on "Basic Settings" menu item.



Extensions

'Extensions' provide support for 3rd party apps and integrations. We constantly keep adding new integrations.



Some of the popular integrations include:

- **One-On-One Chat** - Amazing chat extension that allow your LMS users to chat with each other in real-time. That's not all! They can share files, collaborate together with writeboards, audio conference, broadcast videos, and a lot more while maintaining their privacy.
- **HTTP SSO** - This Single Sign-On (SSO) extension offers one-click access to your LMS from an external website or application. See [KB note](#).
- **Google Analytics** - Google Analytics is an enterprise-class web analytics solution that gives you rich insights into your website traffic and marketing effectiveness.

Look & Feel

BrainCert allows you to customize the look & feel of your LMS theme for branding purposes. Branding is the process of applying a product or company brand to the User Interface. BrainCert provides an intuitive color picker tool to change the User Interface easily with a click of a button.



Interface language

BrainCert allows you to manage multiple languages within your LMS. This intuitive and powerful feature allows you set languages based User Groups. For example, you can set 'French' as the interface language for your French speaking users, and 'English' for all LMS administrators.



User Registration

This is a very powerful feature that controls user registrations with a number of options.

1. **Enable CAPTCHA:** Use this option to prevent SPAM and bots.
2. **Registration Method:** BrainCert support 3 types of user registrations:



1. **From backend admin:** User accounts are created manually by the LMS admin.
2. **Allow self-registration (no approval from admin):** Registered users are activated immediately. They do not have to be approved by an administrator.
3. **Allow self-registration (needs approval from admin):** Everyone can register, but user accounts will be in 'disabled' state. They need to be manually activated by the LMS admin.

Self-registration means that new users can register themselves at logon. In the logon screen, users can choose to register themselves by filling out a form. After registration they are registered users and can access all content that is assigned to the default user group.

3. **Domain Restriction:** This feature allows you to restrict user registrations to one or more domains, so only people with an email from the given address with that domain will be able to register.



4. **Default User Group:** If "Yes", user can select a group to register in to during during account creation.



You can choose the topion "No" to force all users to register in to a default user group during registration.



5. **Default User Type:** BrainCert supports three types of default users:
 1. **Learner:** Learners by default has access to Courses, Tests, and Live classes (Virtual Classroom) menu items assigned by LMS admin as an end user. They do not have any other authorizations.
 2. **Teacher:** Teachers has 'Full Control' permissions to all left menu items except 'Account & Settings'.
 3. **Super Admin:** A super administrator has all authorizations in the LMS at the highest possible level. There can be one or more super administrator.

6. **Single Sign-On (SSO):** Easily setup and manage single sign-on programmatically across your ecosystem of digital properties using providers such as Google, Facebook, Yahoo, Twitter, Microsoft Live, and LinkedIn.



When the checkbox is clicked, the configuration option opens as a popup window. Follow the instructions to setup and configure SSO. Please note that your LMS can support both HTTP and HTTPS protocols, and the callback URL configured in the SSO provider should be either HTTP or HTTPS protocol. For example, if you have configured SSO by logging in to your LMS using HTTPS protocol, then it will work only with HTTPS protocol and may not work properly for HTTP.

7. **Enable Terms:** Enter your terms & conditions text to be shown to users during registration.

Login page settings

Customize the look and feel of your landing page with default text, logo background color, and branding image.

Catalog settings: Enable this option to show/hide your courses and tests menu in the logon/landing page. This is a useful feature for SEO purposes to list all your courses and tests in the public catalog. Guests can view, but won't be able to access the content without a valid user account.

NOTE: When you create a course or test, "List in course/test catalog" option will be presented.

Domain

You can change your BrainCert sub-domain anytime by using this option.

BrainCert allows you to white-label your LMS using external domain mapping feature. Simply type your external URL and click on "Change External Domain Name" button to finish the domain mapping process at our end. See [KB note](#).

However, to finish the domain mapping process, you would need to create a CNAME entry in your DNS server. CNAME stands for 'canonical name' and is a redirection to the zone file of the entered target domain.

Log in to your domain registrar's site and locate the Zone File Settings, DNS Manager, or similar area of your control panel. Here you will create a CNAME record that points your BrainCert sub-domain.

Due to the limitations of CNAME domain mapping, external URLs can only be accessed using HTTP protocol.

E-Commerce

BrainCert integrates seamlessly with PayPal and Stripe to sell your courses, tests, and live classes for faster revenue. There is no need to experience the complicated merchant account setup process. With BrainCert, you can simply enter your verified PayPal Premier or Business email or start accepting credit card payments instantly with Stripe.



With BrainCert, now you have the ability to choose from multiple currencies. BrainCert's multi-currency enabled payment gateway allows anyone to easily sell their e-learning content with confidence.



When creating your tests, courses, and live classes, you will be presented with the currency option to setup the e-commerce bridge. It is only possible for your customers to checkout in one currency for each item sold.



When you create a flexible shopping cart using BrainCert's pricing scheme option, you will be presented with the currency you have set.

List Users

BrainCert uses a powerful user management engine for managing users. The user management dashboard clearly shows the following parameters:

- **Active / disabled state of users**
- **Username**
- **First name**
- **Last name**
- **E-mail address**
- **User Type:** Learner, Teacher, Super Admin
- **Creation date:** Shown in the time zone you have set in 'Basic Settings'
- **Last login:** Shown in the time zone you have set in 'Basic Settings'
- **Options:** Edit, Lock/Unlock, Delete

Create New User: Click on 'Create New User' button to create a new user manually. Fill out the form below with required fields and click 'save' to create a new user.

Roles

With its role-based content, BrainCert enables users - from employees and customers to partners and suppliers - to focus exclusively on data relevant to them.

You can also create and customize new roles with specific permissions and then assign it to 'Groups'.

LMS roles define how content is grouped together and how it is displayed in the Portal. By assigning a group to a role, you restrict all users part of that group from doing certain activity. For example, you can create a role that allows a group to only create and manage courses, but not tests.

You can also design a new dashboard (welcome) page based on the group the user belong to. See this [KB note](#).

Add Role: BrainCert provides role-based access to the LMS portal. Click on the 'Add Role' button to start creating a new role. Start with typing a 'Name' and 'Description' and proceed with the customization. Roles allow you to set granular level permissions to menu items.



The following permission levels are supported for menu item objects:

- **None** - No permission is set
- **Read** - Provides read-only access to the object
- **Change** - Provides all permissions permitted by read, write, edit, and save.
- **Full Control** - Provides all permissions permitted by read, write, edit, save, and delete.

List Roles: Roles dashboard provides options to edit, assign groups, and delete a role.

Click on the Group icon to assign role to user groups. When the user logs on, the system displays the LMS menu items and pages defined in the roles assigned to the user.



Plan Details

Plan details page displays the pricing and plan related information. You can easily upgrade, and downgrade your plans.

Purchase History

Your premium membership purchase history is listed here.

Revenue Reports

This section cover reports for orders and payments quickly and easily. Select a date range and currency to see the reports in a graphical format.



Each row in the Reports graph provides a detailed look at a piece of information. Hovering over a bar will show you a tooltip with information from the corresponding item.

Site Orders

All your LMS specific orders from selling tests, courses, and live classes are listed in a table format.



Forums

Enterprise LMS comes with an awesome integrated forum to participate in threaded discussions.



You can easily drag-an-drop to change the order of the forum categories and sub-categories, and create a fully working in forum structure in a matter of minutes.

Furthermore, the forums has a built-in permissions system that enforces granular security controls to user groups.



Mail Relay

By default, all your LMS specific emails such as live class invitations, and marketing emails use BrainCert mail server for sending outgoing emails.



Select the above above to "No" to configure your LMS to automatically route email through your company's Simple Mail Transfer Protocol (SMTP) server.

The following fields are required to setup your own SMTP server:

- **From Name:** The name you want to appear in outgoing emails.
- **From E-mail Address:** The e-mail address you want to appear in outgoing emails.
- **SMTP Mail Server Hostname:** SMTP server hostname or IP address.
- **Port:** Port number of your SMTP server. BrainCert supports SSL and allows SMTP authentication by default. Try using secured ports such as 465, 993, 995, etc., for added security.
- **Username:** Your SMTP account username.
- **Password:** Your SMTP account password.

Click on "Send Test Mail" to test your settings. If everything looks good, click on "Save" button to save your configuration.